

Dear

We are pleased to tell you that an appointment has been booked for you to see

_____ as follows:

Date: _____

Time: _____

Place: _____

Details: _____

Please make sure you bring: _____

Wasted appointments are costly and cause delays for other people. If you are unable to attend this appointment, please make sure you contact us to rearrange another time. Our contact details are as follows:



If you require an interpreter/advocate to support you during your appointment, please telephone _____ so that we can arrange this for you.

If you change your address or phone number, it is very important that you contact us to let us have your new details. Otherwise we may send important letters to the wrong address.

We are sorry that we are unable to translate all our correspondence into other languages. If you receive other information from us in English, and have trouble understanding, please try to find someone to help you as it may be important.

Thank you.

Mudane/Marwo

Waxaan ku faraxsanahay inaan kuu sheegno in ballan lagu sameeyay si aad ula kulantid

_____ waqtiguna waa:

Taariikh: _____

Waqtiga: _____

Goobta: _____

Faahfaahinta: _____

Fadlan ku dadaal inaad la timaadid: _____

Ballamaha laga baaqdo waa qaali waxayna dib u dhac u keeni karaan dadka kale. Haddii aadan ballantan iman karin, fadlan nala soo xiriir si waqti kale laguugu sameeyo ballan. Waxaad nagala soo xiriiri kartaa:

Haddii aad u baahan tahay turjumaan/la-taliye ku caawiya xilliga ballanta, fadlan naga soo wac
_____ si laguugu diyaariyo.

Haddii aad beddeshid cinwaankaaga ama lambarka telefoonka, waa muhiim inaad nala soo xiriirtid si aan u helno macluumaadka cusub. Haddii kale waxa la arkaa inaan waraaqo muhiim ah ku dirno cinwaan qalad ah.

Waan ka xunnahay in dhammaan waraaqaheenna aan la turjumi karin. Haddii aad naga heshid macluumaad ku qoran Ingiriis balse aad fahmi weysid, fadlan isku day inaad raadsatid qof ku caawiya maadaama ay muhiim noqon karaan.

Mahadsanid.